

1 September 1966

MEMORANDUM FOR: Deputy Director of Medical Services

SUBJECT : Office of Medical Services Counseling Services

1. In connection with the proposed operations of a Medical Office Counseling Service, it is suggested that discussions be held with the Office of Personnel and the Office of Security. One purpose of these discussions would be to establish a mechanism whereby individuals with problems relating to excessive alcoholic intake might be given coordinated assistance in developing appropriate means of dealing with their problem. The establishment of such an Agency program of rehabilitation would be able to call upon the services of numbers of offices, including the Office of Medical Services. It would seem that the centering of such a rehabilitation program within the Office of Personnel, and to which other offices could relate and contribute, would be in the best interest of the Agency and the individual and would provide the widest scope of operation.

2. While it would seem that the establishment of a rehabilitation program to which the Medical Office might contribute would be a useful approach, it is also recognized that the initial establishment of a Medical Office effort in this direction might serve as a stimulus to other components. Such a Medical effort should be composed of at least two components: (1) A counseling service office to assist supervisors and individuals in the most effective means of obtaining assistance. (2) A follow-up mechanism where data on the individual's progress can be accumulated. The latter point would seem to require regular follow-up visits and interviews. It is probable that in such a situation further medical details could be accumulated which would permit more precise recommendations concerning the individual than is possible in a single evaluation. Such increased knowledge would be more exactly tailored to the Agency's and to the individual's best interest.

3. While the regular follow-up of individuals with alcoholic problems would be undoubtedly useful in itself, and while informal recommendations to the individual and his office and supervisor would also be useful, the knowledge gained by the Committee on Alcoholism points to the necessity of administrative structure for the individual if the program is to be successful. The determination of an individual's status, whether or not he should be placed in a probationary position for a time, and whether or not he will participate in a rehabilitation effort are basically non-medical matters which would

Office of Medical Services Counseling Service - 1 September 1966

require the cooperation and intimate participation of the Office of Personnel, the Office of Security and the parent office.

4. It is therefore recommended that hand in hand with the development of a Medical Office program, that the Office of Personnel and the Office of Security be encouraged and requested to participate in this effort.

25X1A9a

Chief, Psychiatric Staff
Office of Medical Services